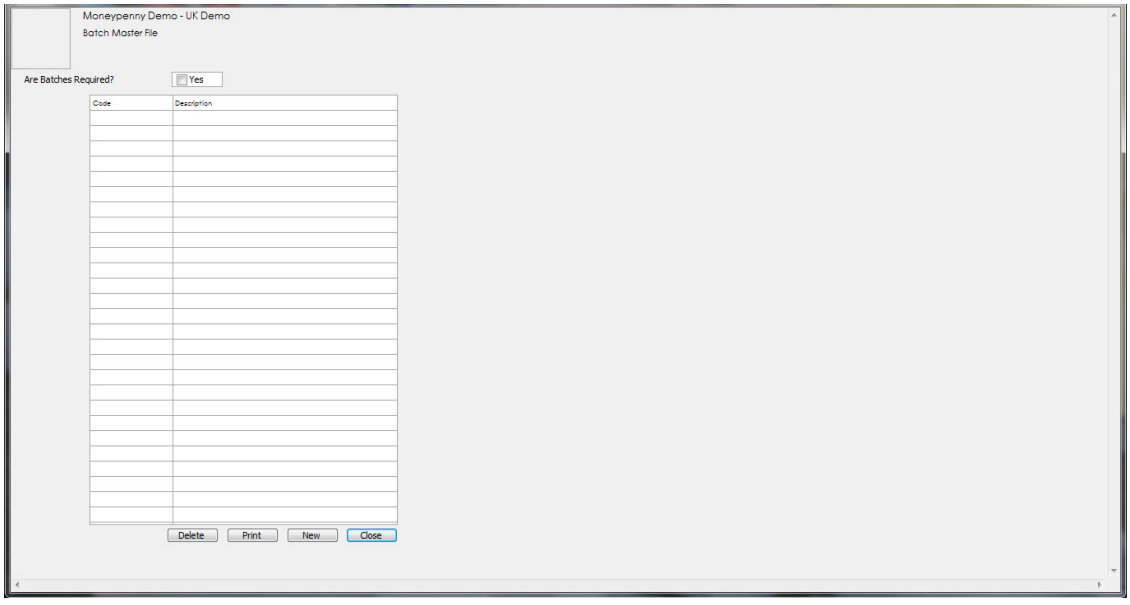
MydaEs User Manual

LOG ON

- Double click on the **mydaEs server' icon**, a remote desktop box appears
- Click the **Connect** button, then the logon page appears
- Enter your **Username**
- Enter your **Password**
- Click the **OK** button
- This loads your MydaEs desktop (to view your own desk top, click on the minimise button on the blue pane at the centre / top of the page.

SET UP BATCHES

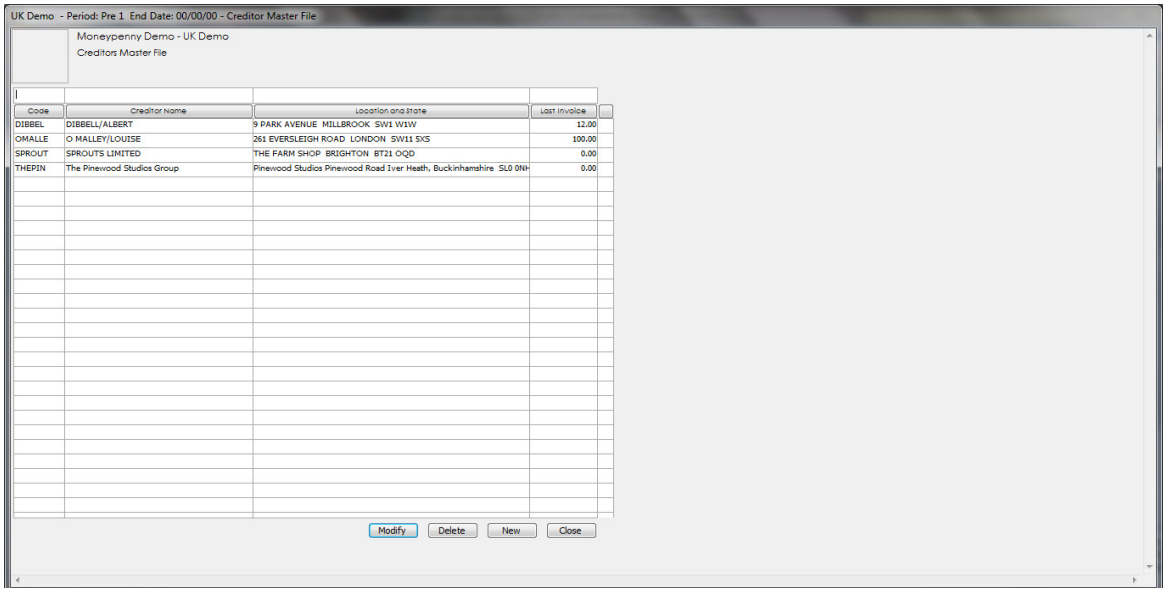
- Click on the **Set Up** menu, click on **Batches**. The following screen appears;



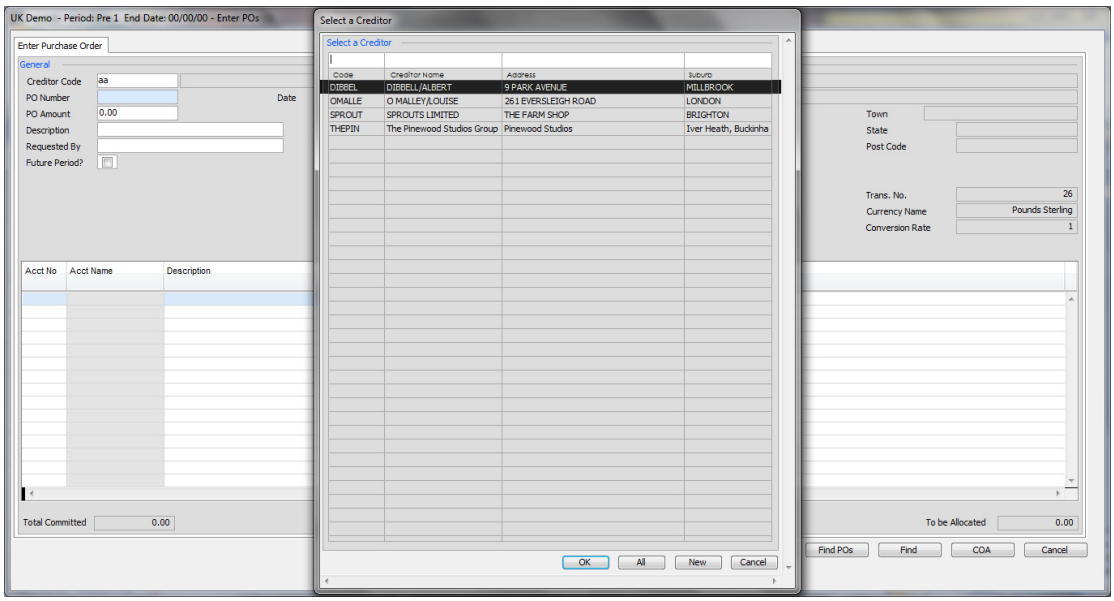
- Enter 'Batch Code' e.g., users initials
- Enter details in the description column
- At start of job nominate whether you want to close batches automatically on posting or whether individual will keep same batch name for duration of show
- Click **OK**

SET UP VENDORS / CREDITORS

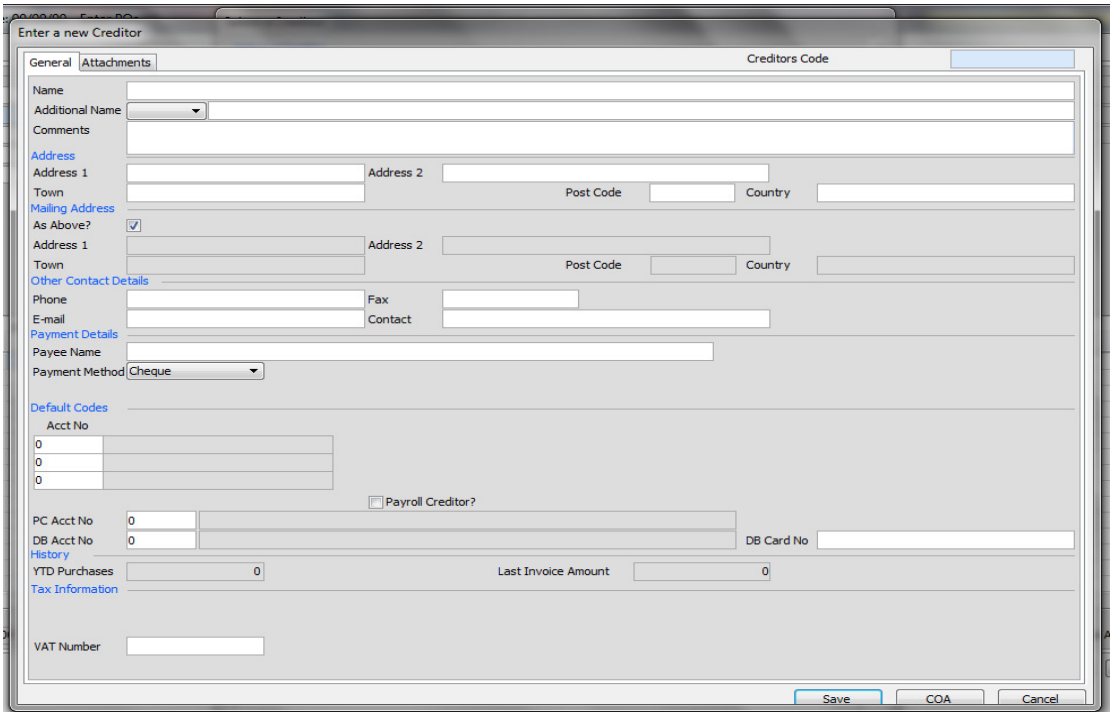
- Click on **Accounts Payable** menu, **Creditors Master File**; this screen appears. Click on **New**


UK Demo - Period: Pre 1 End Date: 00/00/00 - Creditor Master File
Moneypenny Demo - UK Demo
Creditors Master File
Code
Creditor Name
Location and State
Last Invoice
DIBBEL DIBBELL/ALBERT 9 PARK AVENUE MILLBROOK SW1 W1W 12.00
OMALLE O MALLEY/LOUISE 261 EVERSLEIGH ROAD LONDON SW11 5XS 100.00
SPROUT SPROUTS LIMITED THE FARM SHOP BRIGHTON BT21 OQD 0.00
THEPIN The Pinewood Studios Group Pinewood Studios Pinewood Road Iver Heath, Buckinhamshire SL0 0NH 0.00
Modify
Delete
New
Close

This can be done during a PO / Invoice entry. Type first couple of letters of vendor name and tab; this box appears like the following screen shot:



When you click on **New**; this box appears. Simply enter the details of the vendor and click on save. You will see a COA button that you can click to view /select the relevant code.



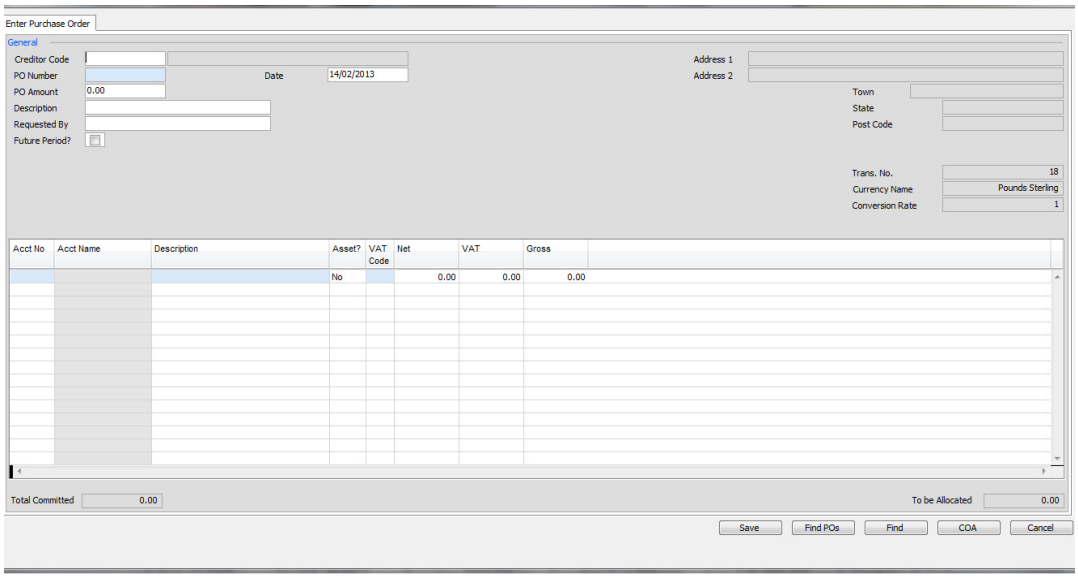
Make sure you select either CHEQUE or ELECTRONIC TRANSFER (including the bank account number / sort code / BIC and SWIFT codes). This will be crucial when creating a payments upload file so that you can select to pay vendors in one simple upload to your bank, rather than entering each individually. Also email address if you want to send automatic remittances.

Note the attachments tab. On this tab you can attach invoices, quotes, payment confirmations as you choose. This is the first step toward the paperless office. Receive an invoice digitally and save it to this digital filing cabinet. Depending on audit protocol you can attach a signed copy or a digitally signed copy of the invoice. Give the data file to the auditor and the audit becomes a much easier process. Archive the data base instead of the paper copies save the production money. Appropriately permissioned users can view the attachments at any time.

Note it is wise to be consistent in your naming protocol. We would suggest name of supplier followed by invoice number or if filing by payment use EFT or cheque number.

ENTERING PURCHASE ORDERS (MANUAL)

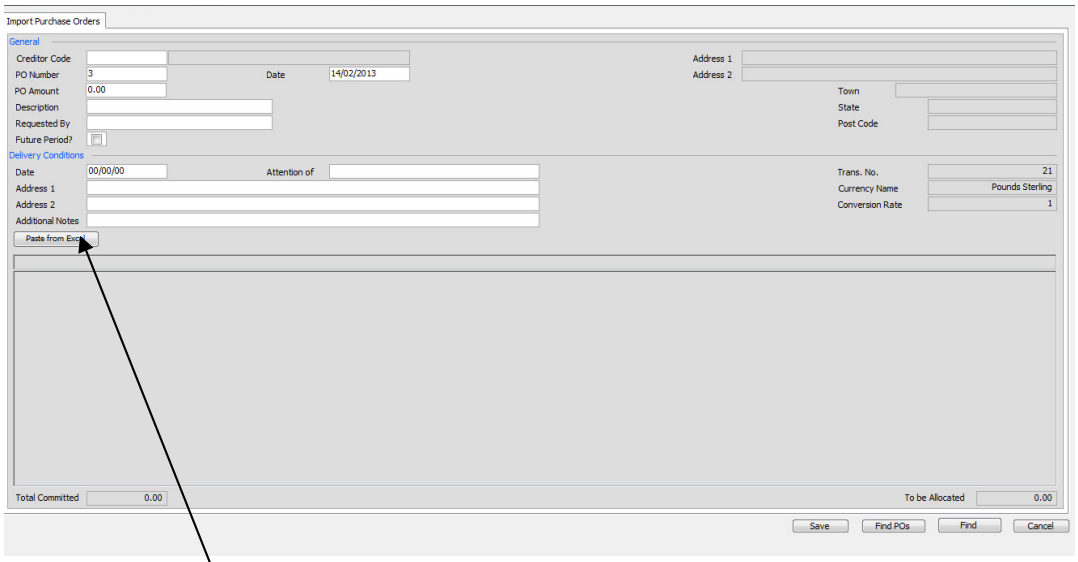
- MANUAL: Click on the **'PO'** button and select currency, then click **OK**. (alternatively, select Purchase order from the top menu; enter purchase order) Screen 1 appears:



- Enter **Vendor**: Type e.g., Thepin (The Pinewood Studios Group)
- Click on **OK** when you have selected the correct company name and **TAB**
- Enter **PO Number** and **TAB**
- Enter **PO Date** and **TAB**
- Enter **Description**: e.g., DATE and breakdown of items and **TAB**
- Enter **PO Total**: Total Gross amount and **TAB**
- Enter **Requested by** and **TAB**
- Enter **Future:** A=Active Period and F=Future Period NB Future period transactions automatically become current period when the period is closed
- Enter **GL Account No** and **TAB**
- Enter **Description**: either tab from above description or type DATE and brief description *e.g., 22JAN13-30JAN13 JOHN SMITH LHR>LAX>LHR* and **TAB**
- Tick on box for **Asset** or **TAB** to leave as **No Asset**
- **TAB** and select **Tax code** (OS = Zero Tax, T codes are agreed in set up process) and **TAB**
- Enter Remainder Amounts on each line until all amounts are entered and tally
- Click on **SAVE**
- The entry will generate a 'GL Transaction Number' (unless the totals do not tally, it will not allow you to save otherwise)

ENTERING PURCHASE ORDERS (EXPORT FROM EXCEL)

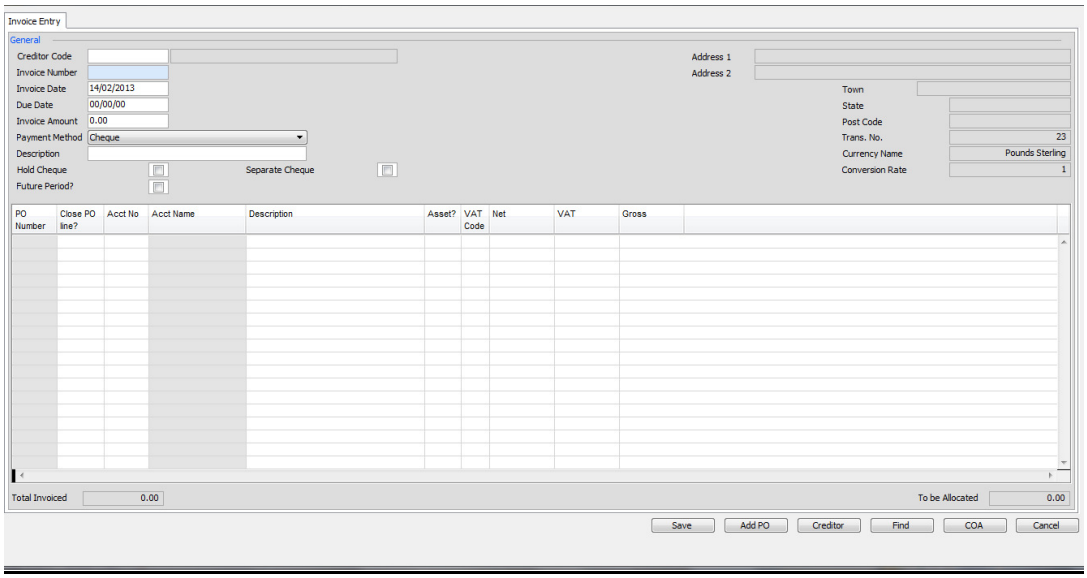
- EXPORT: Click on the **'POi'** button and select currency, then click **OK**. Screen 2 appears:



- Enter **Vendor**: Type e.g., Thepin (The Pinewood Studios Group)
- Click on **OK** when you have selected the correct company name and **TAB**
- Enter **PO Number** and **TAB**
- Enter **PO Date** and **TAB**
- Enter **Description**: e.g., DATE and breakdown of items and **TAB**
- Enter **PO Total**: Total Gross amount and **TAB**
- Enter **Requested by** and **TAB**
- Enter **Future:** A=Active Period and F=Future Period
- Enter **GL Account No** and **TAB**
- Enter **Description**: either tab from above description or type DATE and brief description *e.g., 22JAN13 LHR>LAX>LHR NAMES* and **TAB**
- **Go to your PO Export Template, Click on Paste from Excel box and the PO lines will be filled in.**
- Tick on box for **Asset** or **TAB** to leave as **No Asset**
- **TAB** and select **Tax code** (OS = Zero Tax, T codes are agreed in set up process) and **TAB**
- Enter Remainder Amounts on each line until all amounts are entered and tally
- Click on **SAVE**
- The entry will generate a 'GL Transaction Number' (unless the totals do not tally, it will not allow you to save otherwise)

ENTERING INVOICES

- Click on the **Accts Payable** menu; **Enter Invoice**
- Select **Currency** and click **OK**, this screen appears:



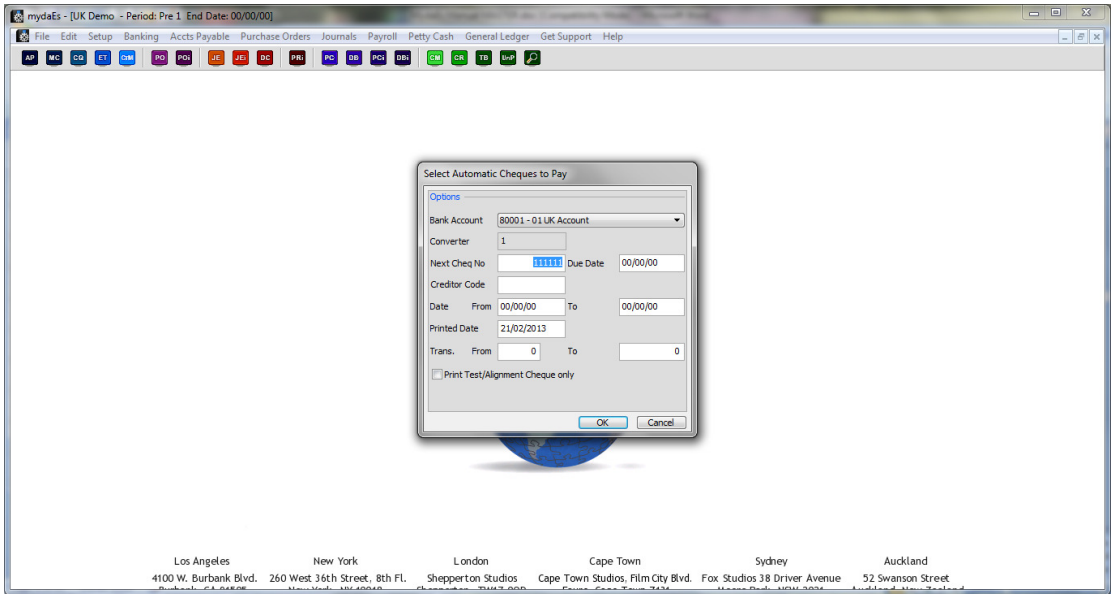
- Enter **Vendor**: Type payee name e.g., The Pinewood Studios Group
- If there are open POs for the selected vendor these will appear by distribution line for you to select. The details are automatically feed into your invoice.
- If you need to modify a PO from this screen you can select the modify PO button at the bottom of the screen.
- Enter **Invoice Number**: e.g. SIN25696 the system will warn you if invoice already entered so be careful to have a consistent invoice number protocol ie whether to include letters and 000. You are allowed to enter the same invoice number the system will give it a /1 and **TAB**
- Enter **Date** you can enter the date without slashes, it is predictive so if you enter the day only it will assume current month and year, day and month will presume current year. You can set up system to warn when you enter a date more than a certain time in past or future to avoid miss-keying dates and **TAB**
- Enter **Description**: e.g., DATE of invoice (15SEP05) Telephone/Post per show protocol and **TAB**
- Enter **Separate Check**: when multiple invoices to one vendor which should be paid separately eg telephone accounts
- Enter **Invoice Amount**: Total amount = (NET + VAT) and **TAB**
- Enter **Loc** and **TAB**
- If the amount paid is less than the PO and you do not require the balance you will need to request PO close if the amount is the same or more the PO line will be automatically closed.
- Enter **GL Acct No**. (General Ledger): if you need to find the account enter first number and select or enter nothing and get full range. NOTE in pick box you can enter the expense in find description box at top eg fuel will find all the fuel accounts

- Enter **Set** if sets established on your account this box will be blue and you will be forced to enter a set. You will be presented with a pick list if you don't know. and **TAB**
- Enter **FF** (Free Field) if applicable and you can access a pick list as above **TAB**
- Enter **Net Amount** or **Gross Amount** sometimes you want to enter some items as net and some as gross. Use the unlock column top right of screen for this purpose and **TAB**
- Enter **Description** if not already there from PO which will feed down from one line to the next or you can copy and paste and **TAB**
- Enter Remainder Amounts on each line until all net amounts are entered
- Select **T** code for relevant VAT (OS is outside the scope of VAT and is applicable to wages and balance sheet items) and **TAB**
- Click on **SAVE**.
- Are you sure you want to save? Click **YES**
- The entry will generate a **'GL Transaction Number'**

PRINTING CHEQUES

Once you have posted an invoice you can print cheques:

- Click on **Accounts Payable** from menu, click on **Cheque Print;** this screen appears


mydaEs - [UK Demo - Period: Pre 1 End Date: 00/00/00]
File Edit Setup Banking Accts Payable Purchase Orders Journals Payroll Petty Cash General Ledger Get Support Help
Select Automatic Cheques to Pay
Options
Bank Account 80001 - 01 UK Account
Converter 1
Next Cheq No 111111 Due Date 00/00/00
Creditor Code
Date From 00/00/00 To 00/00/00
Printed Date 21/02/2013
Trans. From 0 To 0
Print Test/Alignment Cheque only
OK Cancel
Los Angeles
4100 W. Burbank Blvd.
New York
260 West 36th Street, 8th Fl.
London
Shepperton Studios
Cape Town
Cape Town Studios, Film City Blvd.
Sydney
Fox Studios 38 Driver Avenue
Auckland
52 Swanson Street

- Select Bank Account from drop down box and **TAB**
- Enter Cheque number and **TAB**
- Enter Date and **TAB**
- Click on **Print** and Click **OK (**or tick **Print Test** for cheque alignment**)**
- Start printing checks? Click **Yes**
- **Ready for check run: You will need XX checks for run** (It tells you how many check you need for this print run.

Note: If it says 30 cheques, you take the first cheque number and add the number of cheques in run minus 1 e.g.,

010239 +	(check no)
30 +	(check needed)
1 –	

10268	(this will be your last check in the pile)

- Place the cheques in tray or bypass tray (depending on your printer)
- Click **OK**
- Cheques begin to print. Once finished printing, **open tray or bypass** to make sure all checks have been printed.
- Click **OK**

Check Verification Key

Accept:	Printed OK
Void:	Chewed check or didn't print, needs to be reprinted on new cheque
None:	Not printed and check still in tact, reprint on same check.

- **Accept all** if you are happy all cheques printed
- Click **OK,** click **Yes**
- Run registered report? Click **Yes**
- Click **Process**
- Make sure the correct printer is listed and click OK, This produces the **Cheque Register Report**

MODIFYING

- All transactions can be modified before posting
- Select the modify option under A/P, PC or Jnl menus
- Select the transaction you wish to modify
- Change any element of the transaction or delete

POSTING

- You can choose the shortcut option UnP to post all unposted transactions of any type or use shift key to select a range or control key to specify non continuous transactions
- You can post from individual menus by type. A/P, PC, JNL
- When you enter the cost manager you will be alerted too unposted transactions and can post from there also as above

ELECTRONIC BANKING & AUTO REMITTANCE

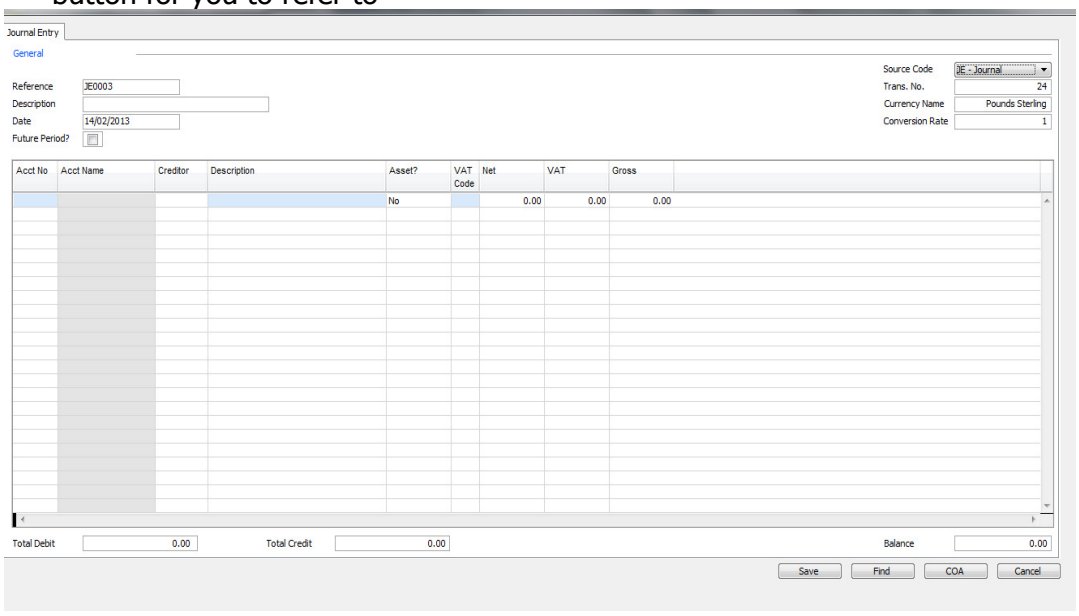
- Select Accounts Payable menu, select Electronic Transfer, this generates a transaction number. If you DON'T want an item paid then **TICK** to **HOLD PAYMENT**
- It will send an electronic remittance and then prints a remittance for the file if you wish.
- A csv file is now created and sits on your MydaEs desktop. Save this file to your hard drive or network drive by double click on **My PC** icon and dragging and dropping into your selected file.
- This is the file you upload when in bank-line and all your payments are made and automatic remittance sent.

ENTERING JORNALS (MANUAL)

Note: Journals are used to move money from one place to another e.g., Funding, corrections for intercompany currency accounts.

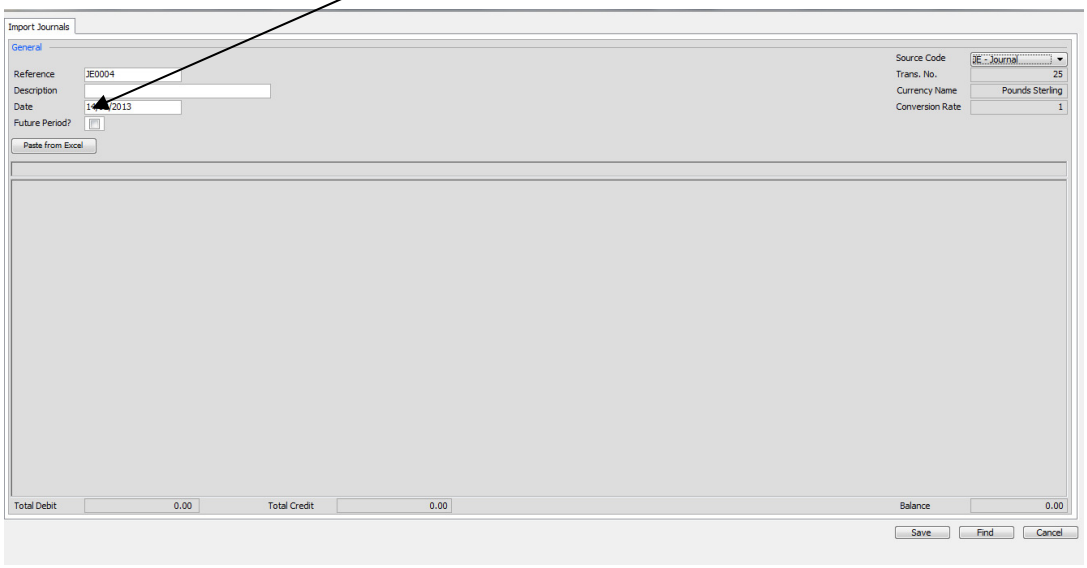
You can modify at any time but nothing happens in the accounts until you post. If it doesn't balance it WON'T let you post.

- Click on the **'JE'** button
- Select **Currency** and click **OK**, below screen appears
- Type in your detail and click on **Save**. There is a **COA** (Chart of accounts) button for you to refer to



ENTERING JORNALS (EXPORT FROM EXCEL)

- Click on the **'JEi'** button and select currency, then click **OK**
- Select **Currency** and click **OK**, this screen appears:
- Click on the **Paste from Excel** button. All your lines will appear and simply click on **Save**.



There is an option to **REPEAT Journal**. This is valuable for standing journals or funding journals. To do this simply:

- Click on the **Journals** menu, click **Repeat Journal**
- Enter the transaction number or range you want to repeat
- Make the relevant changes and click **Save**

There is an option to **REVERSE Journal**. To do this simply:

- Click on the **Journals** menu, click **Reverse Journal**
- Enter the transaction number or range
- Select Journal from the list and click **OK** (This will still leave an audit trail)

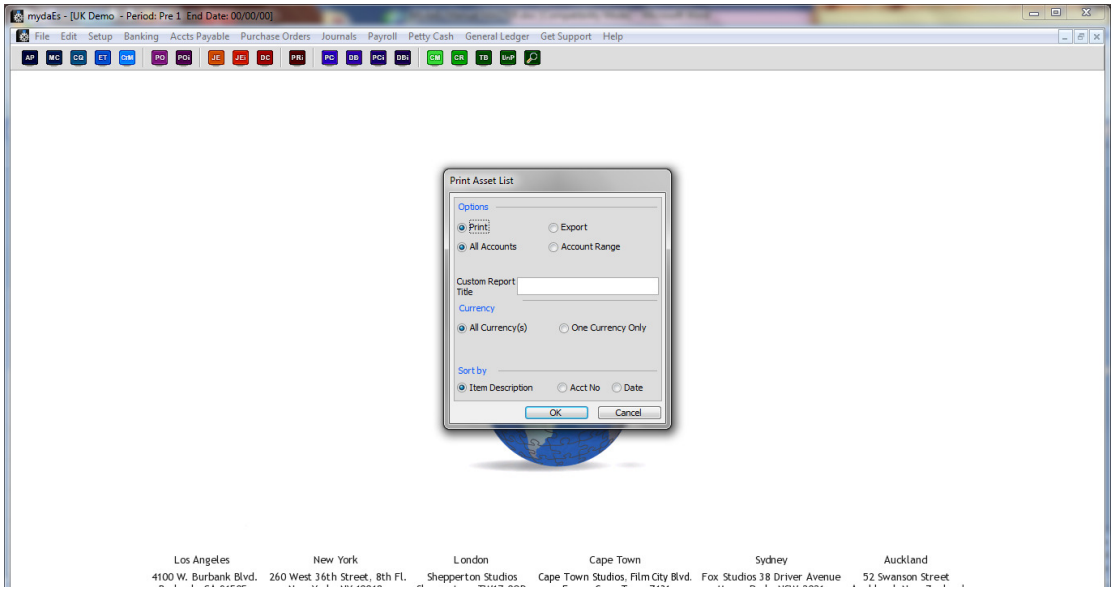
ASSET REPORTS

- These reports are generated from all items which have been indicated as Y for asset when entering transactions. This status can be changed via the distribution change menu.

- This option is preferable to using FF as there is more scope to report and add comments.
- Click on General Ledger menu, Select Modify Asset List and select All currencies or select one currency.
- In the General tab you can put a comment e.g., Joe bloggs to buy at 50% at end of Production or This will be cut up and made into costumes.

- Click on General Ledger menu, Select Asset List and fill in accordingly (see below screen) and click OK.

- There is an attachment tab where you might add a photo or copy of the invoice if sold.



FIND FUNCTION

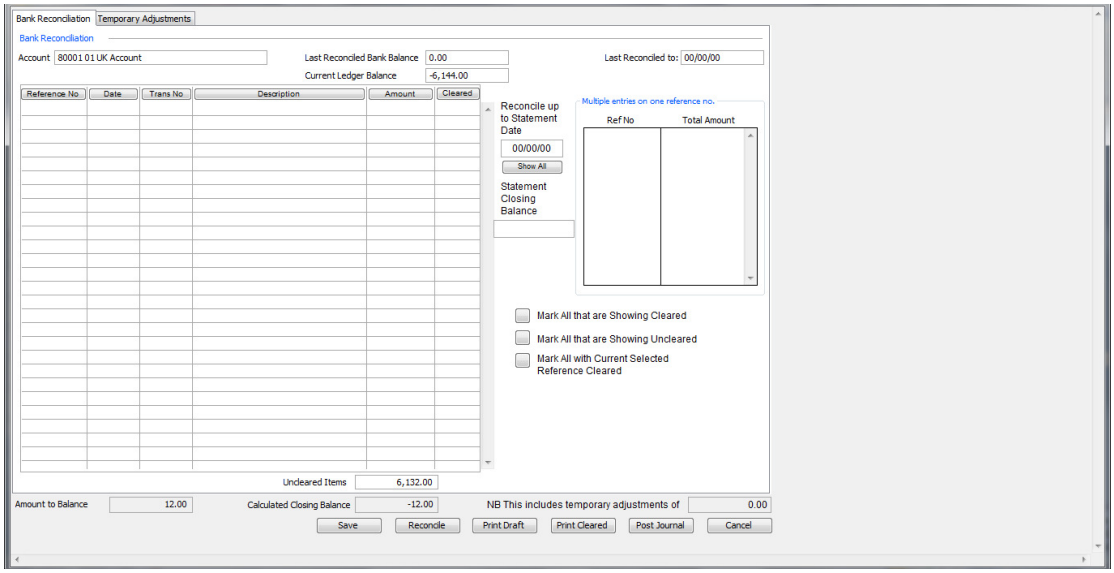
- Click on the magnifying glass, last icon on the shortcut bar. This is a valuable forensic tool that allows you to find transactions based on a broad range of selection criteria. You can enter no find criteria to bring up all transactions. A single find criteria such as transaction number, account number or a word you know is in the description or by adding multiple find criteria you can fine tune your selection.
- From the selection screen you can choose to sort by clicking at the top of the column you want sorted. You can print or export the selection. You can go back to find to refine your search.

DISTRIBUTION CHANGES

- Click on '**DC**' button
- This uses the same transaction find options described above
- Enter transaction number, account, vendor/creditor as you wish
- Change account code, set, location, document date and click on **Save** there is no need to do a journal.
- Depending on the set up you have nominated account number can be changed in current period only without a journal. All other changes can be made directly without journal if that is your nominated set up.

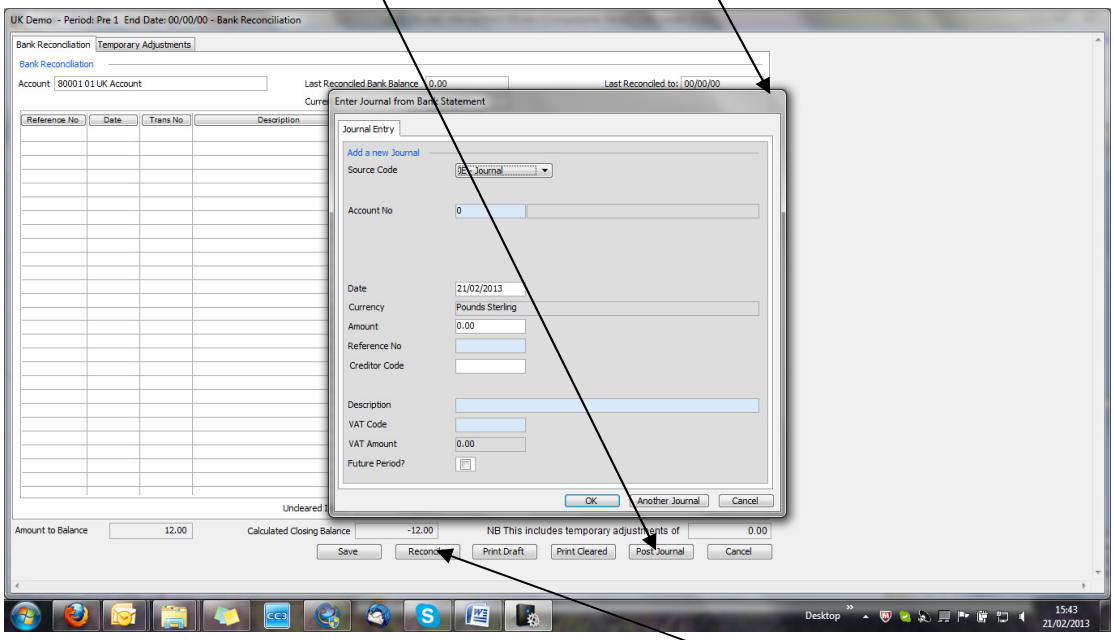
BANK RECONCILIATIONS

- Click on the **Banking** menu, click on Bank Reconciliation
- Select **Bank Account** from drop down menu and click **OK**



- Tick Item against your bank statement and click on **Save**
- The screen initially displays all items with a cheque or EFT date prior to your bank statement date you can nominate to show all if you have entered something with an incorrect date
- If you have multiple items on one reference eg if you are seeing bulk electronic transfers on your bank statement the left hand box shows individual items the right hand box show the total. You can choose to match all items with same reference as currently selected.
- You can nominate to match all or un match all where circumstances are appropriate eg you want to start again. You are confident everything is matched.

Note: If you have a difference e.g., bank charges, you can enter a journal here by clicking on **Post Journal** and this box appears Click OK



You can then tick in the main screen and click on **reconcile**. You can click on Save and come back to it later but once you have clicked reconcile it's done.

- Once reconciled you can reprint any bank reconciliation from the print past bank rec menu item.

EXPORTING

- Most reports have an export option
- The cost report can be exported from the cost manager
- Any selection of transactions can be exported via transaction find. The magnifying glass at the end of the shortcut menu.

THE COST MANAGER

- Select cost manager from general ledger menu or shortcut CM
- Nominate the currency in which you want to work in the cost manager
- Nominate whether you want to look at one location or all, selected accounts or all, selected sets or all
- Enter
- Once in the cost manager you can choose to show or hide locations, show or hide sets.

- NB if locations and sets both in use the budgets will generally be entered at the lowest level, sets and roll up from there.
- If you right click on the actuals for period or to date or POs you will drill down to the individual transactions.
- Changes may be made to the estimate to complete, estimated final costs or variation for the period column and the other columns will recalculate appropriately.
- There is a notes column which will feed through to a variation report for publication with your cost report. Or a summary narrative can be used also available under general ledger menu.
- You can add accounts via the CoE option at the bottom of the screen. When account added save and refresh to see the account. If you are in a single location cost manager the account won't appear you will need to open cost manager with all locations to activate.
- You can do a distribution change from the cost manager.
- You can export the cost report from this screen. The export into excel is value only formulas are not exported.
- When you exit the cost manager you may be given the option to print if this was ticked in set up. You can print summary and detail together. You can choose the level of detail you want to print, you can nominate selected accounts, locations, sets, printed currency and customise title.

OTHER PUBLISHED REPORTS

- General ledger. Chose current period, selected accounts expenses only, choose the columns you want to see and see the width counter at the top advise you whether they will fit. Separate DR CR columns and balance or combined. Choose word wrap.
- Summary or detailed notes. Summary is by main budget category and reasons will be entered by user in this menu item. Detailed notes are fed from the cost manager but may be amended in this menu.
- Balance Sheet or Statement of Investors funds (SOIF is chart of accounts dependant talk to your mydaEs rep)

Some set up choices for the accountant to consider. It is a good idea to discuss the reporting requirements of the investors, studio, tax credit applications etc with your mydaEs rep in order to have an optimal set up.

LOCATIONS

- Locations are a compulsory field for all expense account transactions
- This field is generally used to be able to cost report by country or region hence most commonly termed location field
- This is a soft title field so can be renamed episode, job, company, month, week for varied purposing. Talk to your mydaEs contact to make the best choices for the show.
- Click on **Set Up** from main menu, select **Locations**
- Type in **Loc code** and **description** and click **save, close**.

SETS

- Sets are not compulsory for every transaction but they are compulsory for any account that has been nominated to have a set allocation.
- This is a cost reporting level and hangs off locations if they are in use on the show.
- Sets are most commonly used for art department to provide more detail in construction, props, set dressing etc however they are useful to breakdown any area in more detail such as cast, vehicle hire, accommodation. You may consider them a sub account rather than a set
- Sets can also be subtitled to be called something else such as sub account.
- Click on **Set Up** from main menu, select **Sets,** enter details and **save, close**. You also have the option to upload from Excel and print in this window.
- Once sets have been set up they still need to be activated in the cost manager though importing or posting a transaction to a set will automatically activate it.
- The upload from excel is recommended when setting up your chart at the beginning of the show and this allows for automatic activation in cost manager.

FREE FIELDS

The Free-Fields (**FF**) category is used to identify and analyze the budgets spend type

Free fields are not cost reportable ie you can only analyse actual costs or POs not estimates to complete. They are not compulsory. Any transaction can have as many as 10 different free fields.

The FF column appears in when entering a PO / Invoice / Petty Cash etc..
It appears like this:

Loc	GL Acct. No	Set	**FF**	Cost	Description

EVERY FREE-FIELD ENTRY MUST HAVE BETWEEN 1 AND 3 LETTER ENTRY SYMBOLS / CODES (ONE FROM EACH CATEGORY).

FF Category	FF Symbol	FF meaning
COUNTRY	**U**	UK
	V	ITALY
	B	BAHAMAS
	P	CZECH
	E	OTHER EUROPEAN
	O	OTHER
TYPE	**S**	SPEND (use code for country where item is Purchased – not where it's used)
	L	LABOUR (use code for labour's nationality)
	F	FLIGHTS (use code for destination country)
ASSET	**A**	ASSET
INSURANCE	**I**	INSURANCE

NB there is a separate field in all transactions for Asset which generates an asset list however some studios require this to be a free fielded item.

Examples:

European flight to or from UK (not Prague or Venice)	= **EF**
UK internal flight	**= UF**
International flight from or to UK (non European/Bahamas)	= **OF**
Bahamas flight from or to UK	= **BF**
Prague / Czech flight to or from UK	= **PF**
Venice / Italy flight to or from UK	= **VF**
Any flight NOT landing or taking off from UK	= **OS**
Computer equip bought in UK, used in Prague	**= USA**
Computer equipment bought in Prague, used in Prague	**= PSA**
UK crew working in Bahamas	**= UL**
Czech crew working in Prague	**= PL**
UK crew, per diem in Prague	**= PS**
UK crew, per diem in UK	**= US**

How to correct a mistake before an item has been posted
(If a FF has been missed or entered incorrectly)

- Click on **Invoice / PO / Petty Cash**
- Select the relevant **batch**
- Click on **find**
- **Highlight** the relevant Invoice / PO / Petty Cash **entry**
- Click on **edit**
- Click on the **FF** section, **enter the correct symbols**
- Click **OK.**

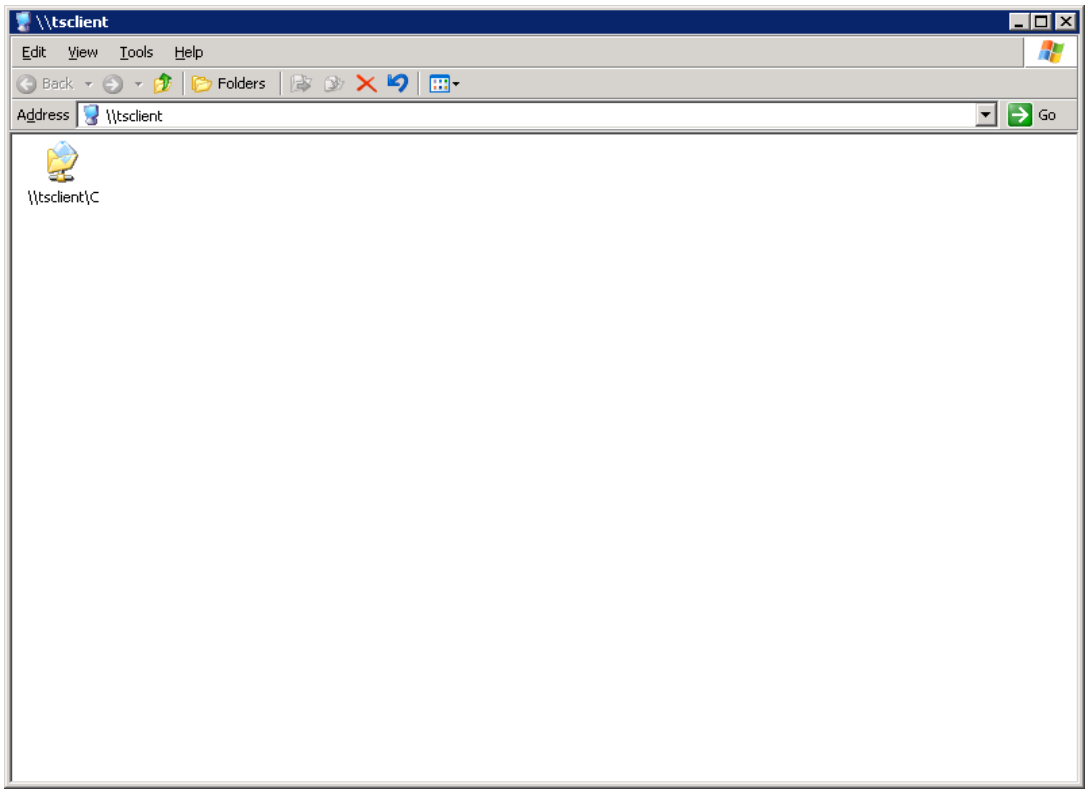
How to correct a mistake once an item has been posted
(If a FF has been missed or entered incorrectly)

- In General Ledger menu**,** click on the sub header **free-field / Desc. edit**
- **Highlight the entry** you wish to amend
- Click on the **FF** section, **enter the correct symbols**
- Click **OK**

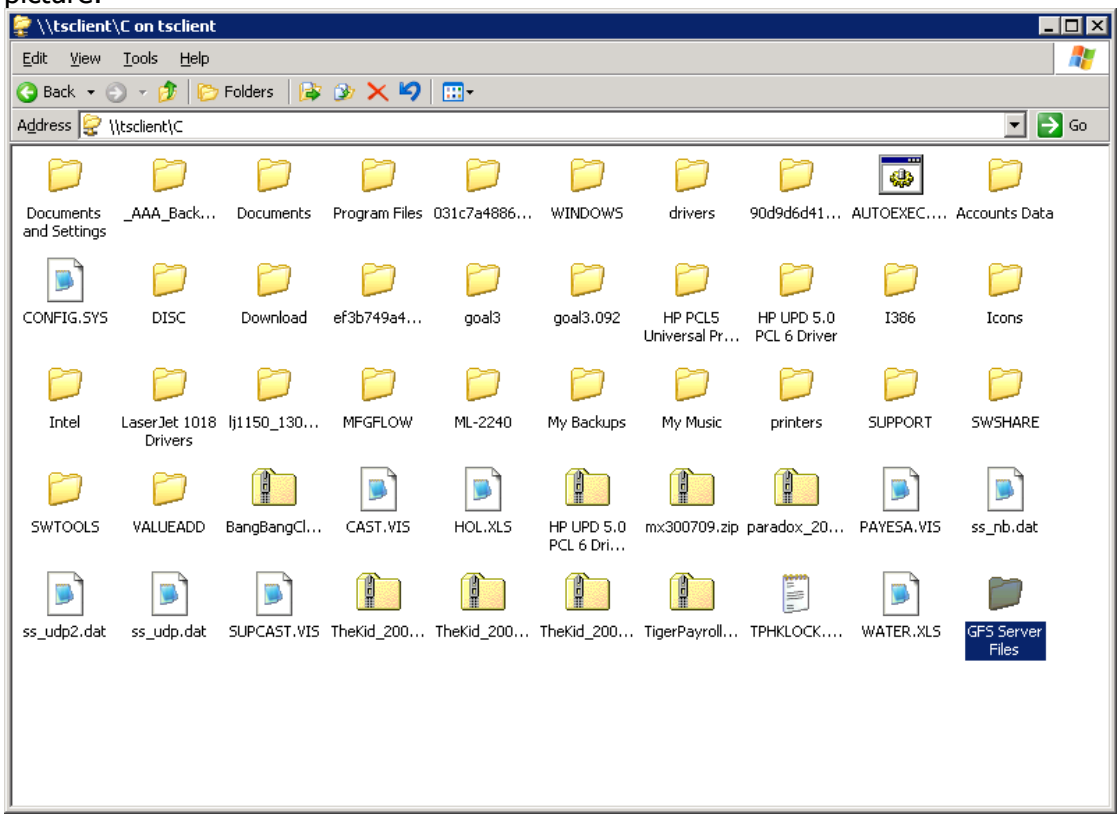
Download and upload files to MydaEs server desktop

When you do an export in MydaEs then it will put it on your server desktop. So as an example here is my server desktop after I have done a wage export (the highlighted file in Blue).

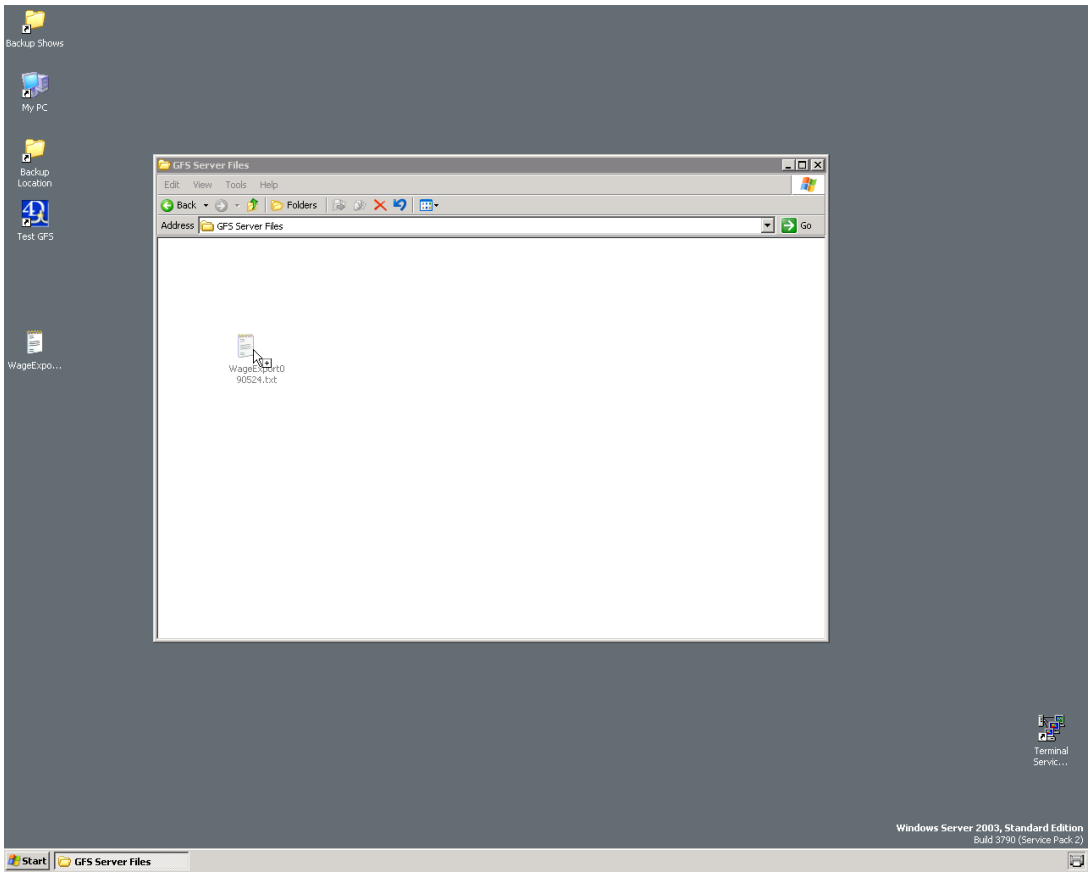
So if I want to get this wage file onto my PC so I can email it to someone then I will click on the shortcut called MY PC and this will open up a new window showing all the drives on my pc that I have given the server access to. In my example I have only given the server access to my C: drive, so it is shown as \\tsclinet\C as in the example below;



When I double click on the C drive it open up so I can see all my folders, and as you can see I have a lot of folders and I have created one specifically for downloading and uploading files and I called it "GFS Server Files" and I have highlighted in this picture:



Now I double click on this folder and it open up, and in my case there are no files in this folder yet. Next I left click and hold the mouse button down and drag the wage Export file into the "GFS Server Files" and then release the mouse button and this will cause the file to be copied onto my local PC from the server. In the picture below you can see that I am dragging the file into the "GFS Server Files".



Now I can log out of the server and go to My Computer and go to the "GFS Server Files" folder on my C: drive and I can see the file I have dragged across, so I can now email it or whatever I want to do. This same process also applies to any other export I may do from MydaEs, like a GL export to Excel that I want to work with.

When it come to working the other way, so that is to say I have been emailed a wage export file and I want to upload it into MydaEs on the server, I will follow the same procedure but in reverse.
I start by saving the file from my email into my local C: drive in the "GFS Server Files" folder, and then I log onto the GFS server. When I am logged in I double click the My PC shortcut and go to my C drive and then to the "GFS Server Files" folder and here I can see my file I saved from my email. I now drag it from here onto the Server desktop in the same way I did before. When it has copied across I close the window that is showing me My PC and then I log into my show. When I am logged in I can now import the wage file by just looking for it on my desktop which is the desktop on the server.